|  |  |  |  |
| --- | --- | --- | --- |
| **Template -Minutes of Meeting** | | | |
| **Meeting Objective:**   1. Confirm with the customer what personalization features they need for their database.  2. Collect all the data and materials needed to establish the database, and design the database.  3. Collect all the data that students and teachers need to back up and input into the new database and make safe backup of the original data.  4. Set different levels of database permissions based on the rights of students, teachers, and school leaders.  5. Specifically analyze the cost of the database.  6. For the database building project, analyze what cooperation schools need to achieve with us in this project.  **Attendees:**  Database administrator  School leaders  Accountant, School Finance Department  **Venue:**  Meet with all team members over the Internet using the Teams video conferencing tool.  **Date:**   23/05/2022  **Discussion held:**   |  |  |  | | --- | --- | --- | | **Sr no** | **Topics discussed** | **Discussion held** | | 1 | Collect all data about the purpose of this database and the importance of this action. | **The teams at the meeting agreed on the importance of collecting data.**   1. **School leaders explained to us the requirements of the school for this database, such as: students' daily learning, students' curriculum details, teachers' daily teaching progress.** 2. After understanding the specific purpose of establishing the database, we will have a more specific and personalized database for the database, which is more close to the use of the school's students and teachers. 3. Integrate all the data established by the relevant database and set up the entities related to the database. It is estimated that eight entities are needed. 4. Data experts need to make it clear to school leaders that the collection of data is to increase the usefulness of the database more effectively and accurately and to build the database efficiently. | | 2. | Discuss the fees students will have to pay and distribute the user manual to students. | 1. We need to start from the student's point of view, as far as possible to reduce the cost paid by the student this time, the student fee will not be very high. 2. Students can pay by bank card and payment by finance department. And the student's payment order information is within the school system. 3. Students are required to note their personal email address when making payments. After paying the fee, students will receive an electronic user manual for this database in their own email address   . | | 3. | Design a database for schools that is closer to what they use. | 1. **Talk to the school leaders, which are already believed in the instructions in the first topic.** 2. According to the situation of students and teachers in the school, design a database system that is closer to their daily use habits. Attract more students and teachers to use the database. 3. Consult some students and teachers on the database's ideas and opinions, and design some personalized features according to their ideas and opinions. | | | | |
| 4 | Discuss the respective permissions of the school's different identities | Students should have access to the database, the school knowledge base, but students can not access the school's internal management data, teachers can access the content of teachers' teaching, and school leaders can access the school's internal management data. |
| 5. | Add a firewall for this database. | Set up a firewall for the school database, which needs to identify the specific information of the visitor, such as the content of the database that the teacher and the school management cannot enter when the student accesses. And it needs to meet various safety standards. We need to make a cost estimate for the firewall and make regular confirmations to the finance department accountant. |